

Date Posted: 06/21/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Administrative Manager, Office of the general Counsel

Employer/Agency: Planned Parenthood Federation of America (NYC)

Job Description: The Administrative Manager, Office of the General Counsel will be responsible for coordinating and overseeing the administrative, project management and fiscal support of the Office of the General Counsel. The Administrative Manager has comprehensive knowledge of organizational policies and procedures in addition to legal office management expertise and acts in a liaison capacity for the Office of the General Counsel.

The Administrative Manager is a newly designed position supporting a highly engaged department including a team of staff attorneys and the General Counsel.

Qualifications: Bachelor's Degree, related field preferred. At least 5 years of work experience in a legal environment supporting senior level staff attorneys. Some experience in a nonprofit environment is a plus. Detail oriented with excellent project management skills, ability to handle multiple projects and tasks in a fast paced legal environment. Excellent verbal, written and grammar skills, including proofreading and editing skills. Experience in managing budgets, contracts and other fiscal operations. Ability to see and understand the big picture and translate into action lists and correspondence. Advanced computer proficiency in Microsoft Word/Outlook/Excel. Creative initiative and analytics skills in legal research. Ability to work both closely one-on-one as well as within a team. Unflappable in face of crisis or high stress situations. Team player with strong interpersonal skills.

Planned Parenthood Federation of America is an

equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. Planned Parenthood of America does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law. Planned Parenthood Federation of America is committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, customer focus, and innovation.

Salary/Hours: DOE

Employer/Agency: Planned Parenthood Federation of America National Office

Address: Margaret Sanger Square 26 Bleecker Street
City, State, Zip: New York, New York 10012

Contact Person: Kathleen Sherwin
Contact Title: Advisor

Telephone Number: 212.261.4536
Fax Number:
Email Address: Kathleen.sherwin@ppfa.org

Application Method: Apply online at
https://plannedparenthoodext.hire.com/viewjob.html?e_rjob=73944
Application Deadline: July 6, 2012

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at majobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you